



## **North Carolina Fellows Program Graduate Coordinator**

*Student Life & Leadership*

### **Student Life & Leadership:**

The Office of Student Life & Leadership (SLL) consists of Leadership Development, Student Organizations, Student Activities, the Carolina Union Activities Board (CUAB), Assessment & Student Development, Student Government, and the Graduate and Professional Student Federation. SLL consists of 8 full-time staff, 3 graduate coordinators, and a number of undergraduate student employees. Our vision for the Office of Student Life & Leadership of the Carolina Union is to empower & transform students, staff, and faculty to create positive sustainable change within our communities.

### **North Carolina Fellows Program:**

Founded in 1967, the North Carolina Fellows Program is a three-year, cohort-based program where students are challenged to look at leadership from a non-positional lens and create a personalized definition of leadership that will positively contribute to their time in and beyond the Carolina community. Housed in Student Life & Leadership, the NC Fellows Program selects 25-30 first-year students per year to embark on a unique leadership development journey during their time at Carolina that includes both curricular and co-curricular components.

### **Position Description:**

The North Carolina Fellows Program Graduate Coordinator reports to the Leadership Development Program Coordinator. This position will assist with implementing and managing the North Carolina Fellows Program and collaborate with other members of the Student Life & Leadership Team. Additionally, this position will collaborate with other entities within Student Affairs and on campus. This position will actively develop facilitation and program management skills through the supervision and advising of 3 undergraduate student employees. This position will actively work to support and promote the NC Fellows Program to alumni, current students, prospective students, and campus partners. The position is expected to develop and employ a working knowledge of leadership as it relates to undergraduate student development and social change.

### **Primary Responsibilities Include:**

- Assist in the planning and implementation of NC Fellows programming including but not limited to monthly meetings, Junior Seminars, Service Days, Homecoming, All Fellows retreat, First-year retreat, and End of Year Celebration.
- Act as the secondary point of contact for the planning and presentation of creative diverse leadership workshops, retreats, monthly meetings, and programs to further the mission and

vision of Student Life & Leadership

- Attend all NC Fellows retreats throughout the year (1st-year retreat and all-fellows retreat) • Assess NC Fellows programming to ensure it aligns with the missions and values of the Office of Student Life and Leadership using systems like Qualtrics to measure Learning Outcomes and programming goals
- Assist with marketing and recruitment communication efforts for the NC Fellows Program • Identify creative ways to engage current students and alumni
- Monitor NC Fellows budget

### **Supervision and Management**

- Collaborate with the Leadership Development Program Coordinator to supervise and develop the undergraduate student staff that works with the NC Fellows Program.
- Conduct weekly 1:1 sessions with undergraduate student staff to overview programming and marketing
- Cultivate new programmatic target areas to engage and re-engage current fellows
- Develop creative transitional documents to set the following Graduate Assistant up for success

### **General Student Life & Leadership Responsibilities**

- Support the Implementation of the Co-Curricular Leadership Development Certificate
- Participate as an active member of the Student Life & Leadership team; attend meetings, retreats, and trainings, and provide support to major department-wide programs.
- Obtain a working knowledge of SLL and University resources, programs, and departments
- Represent Student Life & Leadership at various training, involvement, and resource fairs, etc. as requested by other campus offices and organizations.
- Support the University community by developing and facilitating various leadership workshops.
- Perform other duties as identified by the supervisor to enhance professional development and/or support the success of program areas/departments.

### **Qualifications:**

- An undergraduate degree and enrolled as full-time status in a graduate program at UNC Chapel Hill for Academic Year 2024-2025
- Demonstrated experience managing and tracking projects independently
- Understands concepts of multiculturalism and diversity and how they impact the campus community
- Ability to work with and incorporate ideas from students and staff representing a wide variety of backgrounds and interests
- Demonstrated personal qualities: sound decision-making, creativity, organization, time management, written/oral communication, collaboration, and integrity

## **Terms of Employment:**

### Period of Employment

- August 1<sup>st</sup>, 2024 through May 31<sup>st</sup>, 2025
  - End of the period may change based on student status (i.e. cannot work past graduation)
- Option for June employment contingent upon supervisor and director approval

### Time Commitment

- Averaging 25 hours per week
  - Schedule and hours to be planned, approved, and documented with supervisor
- Can work up to 525 hours from August 1st – December 31st
- Can work up to 525 hours from January 1st – May 31st
- It is expected that Graduate Coordinators maintain office hours averaging 25 hours per week with flexibility allowed for weekend and evening programs
- Graduate Coordinators, with supervisor approval, can work more hours per week to provide flexibility to take time off during student breaks
- Graduate Coordinators, with supervisor approval, can work less hours per week to support academic requirements

### Remuneration

- \$16.50/hour
- Bi-Weekly Pay Period (see [UNC Pay Period Schedule](#))

### Application Process:

- Interested candidates may apply and submit their resume and cover letter through Heel Life: <https://go.unc.edu/SLLGradApp>.
- Applications will be reviewed on a rolling basis.
- Position will remain open until filled.
- Questions may be directed to Kelly Spainhour, Leadership Development Program Coordinator ([Kelly.Spainhour@unc.edu](mailto:Kelly.Spainhour@unc.edu))

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